



Submission and Format Requirements

Please **complete and return** this form to the administrative office of *The American College of Civil Trial Mediators (20 N. Orange Ave., Suite 704, Orlando, FL, 32801)* upon selection of the topic and/or of an article/submission for consideration for publication in the Third Edition of the American Journal of Mediation.

All articles and papers must conform to the following requirements:

- Submissions shall be typewritten, double-spaced on 8½ x 11 inch paper.
 - The College will accept **only** electronic submissions as e-mail attachments; these should be **WORD** documents, printouts of which should conform to all other paper requirements.
 - Submissions shall be in **FINAL FORM**. There is no post-submission proof reading and/or editing prior to printing. **Drafts of papers for submission will not be accepted.**
 - Each author shall provide, on a separate page from the article/paper, a brief biography of no more than three to five sentences which will be included in the Journal.
 - Advise if your paper has been previously published and if so, include the name/address of the previous publisher(s) and publication(s) and dates of publication(s). Provide your written permission for including the article in the AJM warranting there are no publication restrictions or limitations that would be applicable.
 - Papers shall not exceed 30 pages in length, including appendices (if any) and footnotes, which may be single-spaced. Papers shall include footnotes, not endnotes. Text and footnote type shall be in 12-pt. Times Roman font.
 - Papers shall have one-inch margins (right, left, top, and bottom).
 - A **separate cover sheet** for the paper should include (form provided herein):
(Do not include personal identifiers in the paper itself)
 1. Author's full name, contact addresses (mail and e-mail) and telephone number(s).
 - a. All future communication will be via e-mail unless otherwise noted.
 2. If applicable, the full name(s) / address of the Law School and participating students.
- Noncompliance with these requirements will affect evaluation for publication***

SEPARATE COVER SHEET
(Complete for EACH Article Submitted)

Title of Paper /Article: _____

Submitted By/Through(**Fellow**) Name: _____

Author Contact Information:(Name) _____

Address: _____

E-mail: _____ Phone: _____

Sponsoring **Law School:** (Name) _____

Address: _____

Contact: _____

Phone: _____

Graduation: (Date) _____